



PAUL J. KAUPAS  
WILL COUNTY SHERIFF

Will County Courthouse  
14 W. Jefferson Street  
Joliet, Illinois 60432

Telephone: 815/727-8895  
Fax: 815/727-8565  
Website: [www.willcosheriff.org](http://www.willcosheriff.org)

May 23, 2011

Diana Lopez  
Senior Editor – Sunshine Review

Dear Ms. Lopez:

Thank you for writing to the Will County Sheriff's Office with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On May 9, 2011, you requested the following documents:

1. Records of Salaries from Jan 1, 2008 to Jan 1, 2011 for the following, or equivalent positions
  - Captain/Detective Captain
  - Deputy Superintendant
  - Superintendent
  - Superintendant in Chief
  - Commissioner
2. Benefits information in dollars for 1 and 2
3. Overtime paid to personnel who retired Jan 1, 2008 to Jan 1, 2011? For example, if John Smith retired January 1, 2008, how much overtime was he paid in 2008?
4. Number of department issued cell phones from Jan 1, 2008 to Jan 1, 2011. Also any relevant policy regarding department issued cell phones and cell phone reimbursement.
5. Number of department issued personal cars for take home use from Jan 1, 2008 to Jan 1, 2011. Also, include any relevant policy regarding department issued cars and mileage reimbursement.

Your request is granted.

In keeping with the copying fees allowed by the Illinois Freedom of Information Act, 5 ILCS 140/6(b), the cost of your copies is \$ 9.60.

- 114 pages copied
- First 50 copies are provided without charge
- Remaining 64 copies were charged at .15 per copy ( $64 * .15 = \$9.60$ )
- 

Please send us a check or money order, made payable to the Will County Sheriff's Office, for this amount.

Sincerely,

Jerome A. Nudera; Jr.  
Deputy Chief Court Services – FOIA Officer  
Will County Sheriff's Office  
14 West Jefferson Street  
Joliet, IL 60432  
815-727-8720  
815-727-8565 (FAX)

5/6/11

To Whom It May Concern:

Pursuant to the state open records law, 5 Ill. Comp. Stat. 140/1 to 140/11.5 , I write to request access to and a copy of:

- 1) Records\* of salaries from January 1, 2008 to January 1, 2011 for the following, or equivalent, positions:

- Captain/Captain Detective
- Deputy Superintendent
- Superintendent
- Superintendent In Chief
- Commissioner

**Response:** Salary Table

Classification	FY2008	FY2009	FY2010	FY2011
Sheriff	121,923	121,923	121,923	121,923
Undersheriff	121,575	125,222	125,222	125,222
Chief Deputy	111,823	115,177	115,177	115,177
Deputy Chief	108,526	111,781	111,781	111,781
Commander	107,149	111,200	111,200	Vacant

- 2) Benefits information in dollars for items 1 and 2.

**Response:** Benefit Table

Classification	FY2008	FY2009	FY2010	FY2011
Sheriff	84,138	84,138	84,138	84,138
Undersheriff	84,154	86,672	86,672	86,672
Chief Deputy	77,403	79,725	79,725	79,725
Deputy Chief	75,120	77,375	77,375	77,375
Commander	74,168	76,972	76,972	Vacant

- 3) Overtime paid to personnel who retired January 1, 2008 to January 1, 2011. For example, if John Smith retired January 1, 2008, how much overtime was he paid in 2008?

**Response:** documents attached separately

- 4) Number of department-issued cell phones from January 1, 2008 to January 1, 2011. Also, any relevant policy regarding department-issued cell phones and cell phone reimbursement.

**Response:** 203 phones issued. Relevant Policy attached separately

- 5) Number of department-issued personal cars for take-home use from January 1, 2008 to January 1, 2011. Also, any relevant policy regarding department-issued cars and mileage reimbursement.

**Response:** 8 vehicles issued to non-sworn personnel. Relevant Policy attached separately.

If this information is available online in an editable format please provide a link; if you are not the custodian of these records, please forward my request to the appropriate department or provide me with contact information. I prefer **electronic documents**—preferably an editable file like XLS. Call me for questions or clarification.

I agree to pay any reasonable copying/postage fees of not more than \$10. If the cost is greater, please notify me with a receipt indicating the charges for each document.

As provided by the open records law, I will expect your response within five (5) working days. See 5 Ill. Comp. Stat. 140/3(c). If you choose to deny this request, please provide a written explanation for the denial including a reference to the specific statutory exemption(s) upon which you rely. Also, please provide all segregable portions of otherwise exempt material.

Thank you for your assistance.

Sincerely,

Diana Lopez  
Senior Editor--Sunshine Review



# Will County Sheriff's Office

## Retired Employee's

FY2008	FY2009	FY2010	FY2011
Vicki Holden	Jim Kuzma	Pat Maher	James Quinlan
Robert Schurman	Nick Ficareello	Ray Horwath	Roger Johnson
Ricky Dixon	Ed Bradley	Marty Shifflet	Tom Tichy
John Fabisak	Steve Knickrehm	Ed Jordan	
Mark Kovar	Jeanette Montgomery	Mark Kryda	
Gary Knight	Rich Gordon	Craig Butkovic	
Dave Eichorst	Joe Kristinich	Jim Hackel	
Phil Martin	Doug Longfellow	Jeff Mangiaracina	
John Forrest	Rich A'Hearn	John Gurka	
Dennis Carey	Shirley Johnson	Steve Kooper	
Chuck Krasuski	Dan Simenson	Pete Piazza	
James Porter	Chuck Corsi	Joe Kamarauskas	
Phyllis Schumacker	Stan Bogdanowicz	Keith Miller	
Mike Dolatowski		Rich Girot	
Jolene Rahm		Barry Bonazzi	
Kathy Dent		Pat Barry	
		Betty McCure	
		Jack Fitzgerald	
		Bill Chavez	
		Mike Franciskovich	
		Kathy Cimino	

**Dennis P Carey**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 5209169 12/26/2008

Reg Hours: 323.2500

Prm Hours: 5.0000

Other Pay: .0000

Type option, press Enter.

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Opt	Date	Worked	Code	Description	Hours	Dollars
—	12/27/08		4	Accrued Sick	1,211.1500-	.00
—	12/27/08		6	Accrued Comp	11.2500-	.00
—	12/27/08		12A	Separation/Vacation Hrs Paid	200.0000	7,586.90
—	12/27/08		14A	Separation/Personal Hrs Pd	32.0000	1,213.90
—	12/27/08		23A	Separation/Comp Hours Paid	11.2500	426.76
—	12/15/08	CELL		Cell Phone Usage Reimb \$3.0	1.0000-	3.00-
—	12/14/08		1	Regular Hours	80.0000	3,034.76
—	12/14/08		2	Overtime @ 1.5x	6.0000	341.41
—	12/01/08		4	Accrued Sick	8.0000	.00
—	12/01/08		5	Accrued Personal	24.0000	.00

More...

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

**Dennis P Carey**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1072386 12/26/2008

Reg Hours: 597.5000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

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Opt	Date	Worked Code Description	Hours	Dollars
__	12/26/08	RET1 Retirement/IMRF Hours/CB	597.5000	22,665.86

Bottom

**Raymond F A'Hearn JR**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1082086 9/18/2009

Reg Hours: 130.3900

Prm Hours: .0000

Other Pay: .0000

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Opt	Date	Worked	Code	Description	Hours	Dollars
—	9/11/09		3	Accrued Vacation	96.0000-	.00
—	9/11/09		4	Accrued Sick	24.0000-	.00
—	9/11/09		5	Accrued Personal	16.0000-	.00
—	9/11/09		6	Accrued Comp	2.3900-	.00
—	9/11/09		12A	Separation/Vacation Hrs Paid	96.0000	3,641.71
—	9/11/09		23A	Separation/Comp Hours Paid	2.3900	90.66
—	9/07/09		23A	Separation/Comp Hours Paid	8.0000	303.48
—	9/06/09		1	Regular Hours	24.0000	910.43
—	9/05/09		1	Regular Hours	48.0000-	1,820.86-
—	9/05/09		13	Sick Leave Hours Taken	24.0000	910.43

More...

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**Raymond F A'Hearn JR**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1082086 9/18/2009

Reg Hours: 130.3900

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

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Opt	Date	Worked	Code	Description	Hours	Dollars
—	9/05/09	23	Comp	Hours Taken	16.0000	606.95
—	9/01/09	4	Accrued	Sick	8.0000	.00
—	8/26/09	12	Vacation		8.0000	303.48

Bottom

**Patrick D Barry**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 5304611 12/10/2010

Reg Hours: 1,560.0000

Prm Hours: .0000

Other Pay: .0000

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Opt	Date	Worked Code Description	Hours	Dollars
—	11/24/10	1SE Severance Service Hours	600.0000	32,017.20
—	11/24/10	RET1 Retirement/IMRF Hours/CB	960.0000	51,227.52

Bottom

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

**Patrick D Barry**

Dept/Sub-Dept: 800 Retirees

Check#/Date : 5308534 12/28/2010

Reg Hours: 96.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

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Opt	Date	Worked	Code	Description	Hours	Dollars
—	11/24/10	3		Accrued Vacation	120.0000-	.00
—	11/24/10	4		Accrued Sick	2,167.1500-	.00
—	11/24/10	5		Accrued Personal	80.0000-	.00
—	11/24/10	12A		Separation/Vacation Hrs Paid	96.0000	5,122.75

**Bottom**

**Stanley Bogdanowicz**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1086445 1/22/2010

Reg Hours: 166.6200

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

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Opt	Date	Worked	Code	Description	Hours	Dollars
—	12/27/09	12A		Separation/Vacation Hrs Paid	143.6400	5,448.91
—	12/27/09	14A		Separation/Personal Hrs Pd	22.9800	871.73

Bottom



**Barry P Bonazzi**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 5304612 12/10/2010

Reg Hours: 1,400.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

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Opt	Date	Worked	Code	Description	Hours	Dollars
—	11/30/10	1SE		Severance Service Hours	440.0000	18,216.00
—	11/30/10	RET1		Retirement/IMRF Hours/CB	960.0000	39,744.00

Bottom

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

**Barry P Bonazzi**

Dept/Sub-Dept: 600 Sheriff **TERM** TERM

Check#/Date : 5314356 2/04/2011

Reg Hours: 184.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

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Opt	Date	Worked	Code	Description	Hours	Dollars
—	12/10/11	14A	Separation/Personal Hrs	Pd	64.0000	2,649.60
—	12/10/10	12A	Separation/Vacation Hrs	Paid	120.0000	4,968.00

**Bottom**

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**Eddie R Bradley SR**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1073276 1/23/2009

Reg Hours: 232.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

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Opt	Date	Worked	Code	Description	Hours	Dollars
—	1/20/09	12A		Separation/Vacation Hrs Paid	200.0000	9,701.60
—	1/20/09	14A		Separation/Personal Hrs Pd	32.0000	1,552.26

**Eddie R Bradley SR**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1073277 1/23/2009

Reg Hours: 250.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked Code Description	Hours	Dollars
—	1/20/09	RET1 Retirement/IMRF Hours/CB	250.0000	12,127.00

**Eddie R Bradley SR**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1073278 1/23/2009

Reg Hours: 250.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

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Opt	Date	Worked Code Description	Hours	Dollars
___	1/20/09	RET1 Retirement/IMRF Hours/CB	250.0000	12,127.00

Bottom

**Eddie R Bradley SR**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1073279 1/23/2009

Reg Hours: 389.2500

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

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Reset: \_\_\_\_\_ +

Opt	Date	Worked Code Description	Hours	Dollars
__	1/20/09	RET1 Retirement/IMRF Hours/CB	389.2500	18,881.74

Bottom

**Bulmaro Chavez**

Dept/Sub-Dept: 600 Sheriff **TERM** TERM

Check#/Date : 1090913 7/09/2010

Reg Hours: 920.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

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Opt	Date	Worked	Code	Description	Hours	Dollars
___	6/30/10	RET1		Retirement/IMRF Hours/CB	920.0000	26,004.08

**Bottom**

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

**Katherine Cimino**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 5314357 2/04/2011

Reg Hours: 56.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked Code Description	Hours	Dollars
__	11/30/10	12A Separation/Vacation Hrs Paid	56.0000	1,129.45

Bottom



**Katherine Cimino**

Dept/Sub-Dept: 600 Sheriff **TERM** TERM

Check#/Date : 5304613 12/10/2010

Reg Hours: 1,057.0000

Prm Hours: .0000

Other Pay: .0000

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Opt	Date	Worked	Code	Description	Hours	Dollars
—	11/30/10	1SE		Severance Service Hours	400.0000	8,067.52
—	11/30/10	RET1		Retirement/IMRF Hours/CB	657.0000	13,250.90

**Bottom**

**Katherine Cimino**

Dept/Sub-Dept: 600 Sheriff **TERM** TERM

Check#/Date : 5306517 12/10/2010

Reg Hours: 32.0000

Prm Hours: 16.0000

Other Pay: .0000

Type option, press Enter.

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**More: +**

Opt	Date	Worked	Code	Description	Hours	Dollars
—	11/30/10		3	Accrued Vacation	56.0000-	.00
—	11/30/10		4	Accrued Sick	1,346.0000-	.00
—	11/30/10		5	Accrued Personal	8.0000-	.00
—	11/30/10		6	Accrued Comp	.0100-	.00
—	11/30/10		14A	Separation/Personal Hrs Pd	16.0000	322.70
—	11/29/10		1	Regular Hours	16.0000	322.70
—	11/27/10		1	Regular Hours	40.0000-	806.75-
—	11/27/10		12	Vacation	40.0000	806.75
—	11/26/10		7	Holiday Hrs	8.0000	161.35
—	11/26/10		6H	Accrued Holiday	8.0000	.00

**More...**

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

**Charles T Corsi**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 5260158 1/08/2010

Reg Hours: 64.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

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Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
—	12/31/09		1	Regular Hours	32.0000	1,213.90
—	12/31/09		3	Accrued Vacation	160.0000-	.00
—	12/31/09		4	Accrued Sick	590.9500-	.00
—	12/31/09		5	Accrued Personal	32.0000-	.00
—	12/31/09		14A	Separation/Personal Hrs Pd	32.0000	1,213.90

Bottom

**Charles T Corsi**

Dept/Sub-Dept: 600 Sheriff **TERM** TERM

Check#/Date : 1086044 1/08/2010

Reg Hours: 283.2500

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
__	12/31/09	RET1		Retirement/IMRF Hours/CB	283.2500	10,744.95

**Bottom**

**Kathleen G Dent**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1086045 1/08/2010

Reg Hours: 1,178.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

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Opt	Date	Worked	Code	Description	Hours	Dollars
—	1/08/10	12A		Separation/Vacation Hrs Paid	200.0000	5,040.20
—	1/08/10	14A		Separation/Personal Hrs Pd	16.0000	403.22
—	1/08/10	23A		Separation/Comp Hours Paid	2.0000	50.40
—	1/08/10	RET1		Retirement/IMRF Hours/CB	960.0000	24,192.96

Bottom

**Nick M Ficareello**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1082087 9/18/2009

Reg Hours: 200.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

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Reset: \_\_\_\_\_ +

Opt	Date	Worked Code Description	Hours	Dollars
__	9/18/09	RET1 Retirement/IMRF Hours/CB	200.0000	10,748.24

Bottom

**Nick M Ficarello**

Dept/Sub-Dept: 600 Sheriff **TERM** TERM

Check#/Date : 1082088 9/18/2009

Reg Hours: 200.0000

Prm Hours: .0000

Other Pay: .0000

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Opt	Date	Worked Code Description	Hours	Dollars
__	9/18/09	RET1 Retirement/IMRF Hours/CB	200.0000	10,748.24

**Bottom**

-Hours Inquiry-----HR7330S1-

**Nick M Ficareello**

Dept/Sub-Dept: 600 Sheriff **TERM** TERM

Check#/Date : 1082089 9/18/2009

Reg Hours: 200.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

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Opt	Date	Worked Code Description	Hours	Dollars
___	9/18/09	RET1 Retirement/IMRF Hours/CB	200.0000	10,748.24

**Bottom**

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----



**Nick M Ficareello**

Dept/Sub-Dept: 600 Sheriff **TERM** TERM

Check#/Date : 1082090 9/18/2009

Reg Hours: 200.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

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	Date			Hours	Dollars
Opt	Worked	Code	Description		
___	9/18/09	RET1	Retirement/IMRF Hours/CB	200.0000	10,748.24

**Bottom**

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

**Nick M Ficarello**

Dept/Sub-Dept: 600 Sheriff **TERM** TERM

Check#/Date : 1082091 9/18/2009

Reg Hours: 136.5000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

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Opt	Date	Worked	Code	Description	Hours	Dollars
__	9/18/09	RET1		Retirement/IMRF Hours/CB	136.5000	7,335.67

**Bottom**

**John E Fitzgerald**

Dept/Sub-Dept: 600 Sheriff **TERM** TERM

Check#/Date : 1090915 7/09/2010

Reg Hours: 794.2500

Prm Hours: .0000

Other Pay: .0000

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Opt	Date	Worked	Code	Description	Hours	Dollars
—	6/30/10	RET1		Retirement/IMRF Hours/CB	794.2500	22,449.71

**John R Forrest III**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1071958 12/12/2008

Reg Hours: 749.2500

Prm Hours: .0000

Other Pay: .0000

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Opt	Date	Worked	Code	Description	Hours	Dollars
—	11/30/08	12A		Separation/Vacation Hrs Paid	200.0000	7,151.32
—	11/30/08	14A		Separation/Personal Hrs Pd	32.0000	1,144.21
—	11/30/08	RET1		Retirement/IMRF Hours/CB	517.2500	18,495.10

Bottom

**Michael F Franciskovich**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1095017 12/10/2010

Reg Hours: 1,375.5000

Prm Hours: .0000

Other Pay: .0000

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Opt	Date	Worked	Code	Description	Hours	Dollars
—	11/30/10	1SE		Severance Service Hours	560.0000	14,883.90
—	11/30/10	RET1		Retirement/IMRF Hours/CB	815.5000	21,674.69

Bottom

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

**Richard K Girot**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1095640 12/28/2010

Reg Hours: 1,233.1128

Prm Hours: .0000

Other Pay: .0000

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More: -

Opt	Date	Worked	Code	Description	Hours	Dollars
—	11/30/10	5	Accrued	Personal	24.0000-	.00
—	11/30/10	6	Accrued	Comp	171.3900-	.00
—	11/30/10	1SE	Severance	Service Hours	400.0000	15,173.80
—	11/30/10	12A	Separation/Vacation	Hrs Paid	312.0000	11,835.56
—	11/30/10	23A	Separation/Comp	Hours Paid	171.3500	6,500.08
—	11/30/10	RET1	Retirement/IMRF	Hours/CB	348.6200	13,224.73

Bottom

**Richard R Gordon**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1076221 5/01/2009

Reg Hours: 739.0000

Prm Hours: .0000

Other Pay: .0000

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Opt	Date	Worked	Code	Description	Hours	Dollars
—	4/30/09	RET1		Retirement/IMRF Hours/CB	675.0000	25,605.79
—	4/05/09	14A		Separation/Personal Hrs Pd	8.0000	303.48
—	4/05/09	23A		Separation/Comp Hours Paid	56.0000	2,124.33

**John M Gurka**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 5300548 10/29/2010

Reg Hours: 207.7500

Prm Hours: .0000

Other Pay: .0000

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Opt	Date	Worked	Code	Description	Hours	Dollars
—	10/21/10	4		Accrued Sick	1,755.7500-	.00
—	10/21/10	RET1		Retirement/IMRF Hours/CB	175.7500	6,666.99
—	10/17/10	1		Regular Hours	32.0000	1,213.90

Bottom

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**John M Gurka**

Dept/Sub-Dept: 600 Sheriff **TERM** TERM

Check#/Date : 1094323 10/29/2010

Reg Hours: 700.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

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	Date			Hours	Dollars
Opt	Worked	Code	Description		
___	10/21/10	RET1	Retirement/IMRF Hours/CB	700.0000	26,554.15

**Bottom**

**John M Gurka**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1094324 10/29/2010

Reg Hours: 520.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked Code Description	Hours	Dollars
___	10/21/10	1SE Severance Service Hours	520.0000	19,725.94

Bottom

**James G Hackel**

Dept/Sub-Dept: 800 Retirees  
Check#/Date : 1086841 2/05/2010

Reg Hours: 4.0000  
Prm Hours: .0000  
Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
—	1/22/10	4		Accrued Sick	1,301.2500-	.00
—	1/22/10	6		Accrued Comp	17.7600-	.00
—	1/22/10	13A		Separation/Sick Hours Paid	4.0000	176.20
—	1/18/10	1		Regular Hours	8.0000	352.39
—	1/16/10	23		Comp Hours Taken	32.0000	1,409.57
—	1/18/09	1		Regular Hours	8.0000-	335.60-
—	1/16/09	23		Comp Hours Taken	32.0000-	1,342.40-

**Bottom**

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

James G Hackel

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 5262060 1/22/2010

Reg Hours: 750.7500

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

More: +

Opt	Date	Worked	Code	Description	Hours	Dollars
---	1/22/10	14	Personal		32.0000	1,409.57
---	1/22/10	23A	Separation/Comp	Hours Paid	16.2500	715.80
---	1/22/10	RET1	Retirement/IMRF	Hours/CB	646.5000	28,477.68
---	1/16/10	12	Vacation		8.0000	352.39
---	1/09/10	12	Vacation		40.0000	1,761.96
---	1/02/10	12	Vacation		32.0000	1,409.57
---	1/01/10	1	Regular Hours		8.0000	352.39
---	1/01/10	4	Accrued Sick		8.0000	.00
---	12/26/09	1	Regular Hours		32.0000-	1,409.57-
---	12/12/09	1	Regular Hours		40.0000-	1,761.96-

More...

**Raymond W Horwath**

Dept/Sub-Dept: 600 Sheriff **TERM** TERM

Check#/Date : 1088369 4/01/2010

Reg Hours: 960.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked Code Description	Hours	Dollars
__	3/31/10	RET1 Retirement/IMRF Hours/CB	960.0000	51,323.04

**Bottom**

**Roger D Johnson**

Dept/Sub-Dept: 600 Sheriff **TERM** TERM

Check#/Date : 5326243 4/29/2011

Reg Hours: 288.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked Code	Description	Hours	Dollars
—	4/30/11	1	Regular Hours	40.0000	1,597.16
—	4/30/11	4	Accrued Sick	448.0000-	.00
—	4/30/11	6	Accrued Comp	18.0000-	.00
—	4/30/11	RET1	Retirement/IMRF Hours/CB	208.0000	8,305.23
—	4/23/11	1	Regular Hours	40.0000	1,597.16

**Bottom**

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

**Roger D Johnson**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 5324264 4/15/2011

Reg Hours: 280.0000

Prm Hours: 1.0000-

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
—	4/16/11	1		Regular Hours	32.0000	1,277.73
—	4/16/11	CEL1		Cell Phone Usage Reimb \$10	1.0000-	10.00-
—	4/09/11	1		Regular Hours	40.0000	1,597.16
—	4/01/11	3		Accrued Vacation	200.0000-	.00
—	4/01/11	4		Accrued Sick	8.0000	.00
—	4/01/11	12A		Separation/Vacation Hrs Paid	200.0000	7,985.80
—	3/26/11	13		Sick Leave Hours Taken	8.0000	319.43

Bottom

**Shirley A Johnson**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 5250573 10/30/2009

Reg Hours: 89.5000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
—	10/31/09	1		Regular Hours	80.0000	3,034.76
—	10/30/09	4		Accrued Sick	746.0000-	.00
—	10/30/09	5		Accrued Personal	8.0000	.00
—	10/30/09	6		Accrued Comp	2.2500-	.00
—	10/04/09	23A		Separation/Comp Hours Paid	9.5000	360.38

Bottom



**Shirley A Johnson**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1083718 10/30/2009

Reg Hours: 356.5000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
__	10/31/09	RET1		Retirement/IMRF Hours/CB	356.5000	13,523.65

Bottom

**Edward H Jordan**

Dept/Sub-Dept: 600 Sheriff **TERM** TERM

Check#/Date : 5304614 12/10/2010

Reg Hours: 1,480.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
—	11/29/10	1SE		Severance Service Hours	520.0000	25,224.16
—	11/29/10	RET1		Retirement/IMRF Hours/CB	960.0000	46,567.68

**Bottom**

**Edward H Jordan**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 5306518 12/10/2010

Reg Hours: 114.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
—	11/30/10	4		Accrued Sick	1,936.0000-	.00
—	11/30/10	5		Accrued Personal	24.0000-	.00
—	11/30/10	6		Accrued Comp	26.0000-	.00
—	11/29/10	1		Regular Hours	8.0000	388.06
—	11/29/10	14A		Separation/Personal Hrs Pd	24.0000	1,164.19
—	11/29/10	23A		Separation/Comp Hours Paid	82.0000	3,977.66

Bottom

**Joseph A Kamarauskas**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 5304615 12/10/2010

Reg Hours: 573.5000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked Code	Description	Hours	Dollars
—	11/30/10	1SE	Severance Service Hours	480.0000	18,208.56
—	11/30/10	RET1	Retirement/IMRF Hours/CB	93.5000	3,546.88

Bottom

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

**Stephen L Knickrehm**

Dept/Sub-Dept: 600 Sheriff **TERM** TERM

Check#/Date : 5256338 12/11/2009

Reg Hours: 837.5000

Prm Hours: 3.0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

**More: +**

Opt	Date	Worked	Code	Description	Hours	Dollars
—	12/05/09		3	Accrued Vacation	200.0000-	.00
—	12/05/09		4	Accrued Sick	1,088.3100-	.00
—	12/05/09		5	Accrued Personal	40.0000-	.00
—	12/05/09		6	Accrued Comp	45.5000-	.00
—	12/05/09		12A	Separation/Vacation Hrs Paid	200.0000	9,701.60
—	12/05/09		14A	Separation/Personal Hrs Pd	40.0000	1,940.32
—	12/05/09		19A	Accrued FMLA	560.0000-	.00
—	12/05/09		23A	Separation/Comp Hours Paid	45.5000	2,207.11
—	12/05/09		RET1	Retirement/IMRF Hours/CB	512.0000	24,836.10
—	12/01/09		1	Regular Hours	32.0000	1,552.26

**More...**

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

**Steven Kooper**

Dept/Sub-Dept: 600 Sheriff **TERM** TERM

Check#/Date : 1094679 11/24/2010

Reg Hours: 440.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
__	11/16/10	1SE		Severance Service Hours	440.0000	16,691.18

**Bottom**

**Steven Kooper**

Dept/Sub-Dept: 600 Sheriff **TERM** TERM

Check#/Date : 1094678 11/24/2010

Reg Hours: 738.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
__	11/16/10	RET1		Retirement/IMRF Hours/CB	738.0000	27,995.66

**Bottom**

**Steven Kooper**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1094987 11/24/2010

Reg Hours: 24.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
—	11/16/10		4	Accrued Sick	1,484.0000-	.00
—	11/16/10		6	Accrued Comp	336.0000-	.00
—	11/16/10	14A		Separation/Personal Hrs Pd	8.0000	303.48
—	11/14/10		1	Regular Hours	16.0000	606.95
—	8/22/10		6	Accrued Comp	336.0000-	.00

Bottom

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----



**Charles G Krasuski**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 5211019 1/09/2009

Reg Hours: 232.0000

Prm Hours: 8.0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
—	12/25/08	7		Holiday Hrs	8.0000	303.48
—	12/25/08	6H		Accrued Holiday	8.0000	.00
—	12/14/08	12A		Separation/Vacation Hrs Paid	200.0000	7,586.90
—	12/14/08	14A		Separation/Personal Hrs Pd	32.0000	1,213.90

Bottom

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

**Charles G Krasuski**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1072833 1/09/2009

Reg Hours: 960.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
__	12/31/08	RET1		Retirement/IMRF Hours/CB	960.0000	36,417.12

Bottom

**Joseph K Krstinich**

Dept/Sub-Dept: 600 Sheriff **TERM** TERM

Check#/Date : 1076224 5/01/2009

Reg Hours: 32.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked Code	Description	Hours	Dollars
—	4/05/09	13A	Separation/Sick Hours Paid	8.0000	303.48
—	4/05/09	14A	Separation/Personal Hrs Pd	16.0000	606.95
—	4/05/09	23A	Separation/Comp Hours Paid	8.0000	303.48

**Bottom**

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

**Mark S Kryda**

Dept/Sub-Dept: 600 Sheriff **TERM** TERM

Check#/Date : 5302622 11/24/2010

Reg Hours: 560.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
__	11/19/10	1SE		Severance Service Hours	560.0000	24,624.32

**Bottom**

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

**Mark S Kryda**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 5302618 11/24/2010

Reg Hours: 960.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked Code Description	Hours	Dollars
__	11/19/10	RET1 Retirement/IMRF Hours/CB	960.0000	42,213.12

Bottom

**Mark S Kryda**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 5304522 11/24/2010

Reg Hours: 56.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
—	11/19/10		4	Accrued Sick	2,784.0000-	.00
—	11/19/10		5	Accrued Personal	16.0000-	.00
—	11/19/10		6	Accrued Comp	16.0000-	.00
—	11/19/10		14A	Separation/Personal Hrs Pd	16.0000	703.55
—	11/14/10		1	Regular Hours	40.0000	1,758.88

**Bottom**

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

James D Kuzma

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 5241005 8/21/2009

Reg Hours: 240.0000

Prm Hours: 1.0000-

Other Pay: 18.4600

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
—	8/22/09	1		Regular Hours	80.0000	4,299.30
—	8/22/09	CELL		Cell Phone Usage Reimb \$3.0	1.0000-	3.00-
—	8/22/09	OTHR		Longevity/Other Compensation	.0000	18.46
—	8/21/09	4		Accrued Sick	1,920.0000-	.00
—	8/21/09	RET1		Retirement/IMRF Hours/CB	160.0000	8,598.59
—	8/01/09	4		Accrued Sick	8.0000	.00
—	12/01/03	4		Accrued Sick	1,320.0000	.00
—	12/01/03	6		Accrued Comp	321.2500	.00

Bottom

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

**James D Kuzma**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1080738 8/21/2009

Reg Hours: 200.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
—	8/21/09	RET1		Retirement/IMRF Hours/CB	200.0000	10,748.24



**James D Kuzma**

Dept/Sub-Dept: 600 Sheriff **TERM** TERM

Check#/Date : 1080739 8/21/2009

Reg Hours: 200.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked Code Description	Hours	Dollars
__	8/21/09	RET1 Retirement/IMRF Hours/CB	200.0000	10,748.24

**Bottom**

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

**James D Kuzma**

Dept/Sub-Dept: 600 Sheriff **TERM** TERM

Check#/Date : 1080740 8/21/2009

Reg Hours: 200.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
__	8/21/09	RET1		Retirement/IMRF Hours/CB	200.0000	10,748.24

**Bottom**

**James D Kuzma**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1080741 8/21/2009

Reg Hours: 200.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked Code Description	Hours	Dollars
—	8/21/09	RET1 Retirement/IMRF Hours/CB	200.0000	10,748.24

Bottom

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

**Douglas M Longfellow**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1078385 7/10/2009

Reg Hours: 909.7500

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
—	6/30/09		4	Accrued Sick	1,834.7500-	.00
—	6/30/09		23A	Separation/Comp Hours Paid	.7500	28.45
—	6/30/09		RET1	Retirement/IMRF Hours/CB	909.0000	34,482.46
—	2/21/09		3	Accrued Vacation	200.0000-	.00
—	2/21/09		5	Accrued Personal	8.0000-	.00
—	10/13/08		6H	Accrued Holiday	16.0000	.00
—	9/01/08		6	Accrued Comp	478.8800-	.00

Bottom

**Angela M Lopez**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1085593 12/24/2009

Reg Hours: 827.7500

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked Code Description	Hours	Dollars
—	12/26/09	12A Separation/Vacation Hrs Paid	40.0000	787.08
—	12/26/09	14A Separation/Personal Hrs Pd	24.0000	472.25
—	12/26/09	RET1 Retirement/IMRF Hours/CB	763.7500	15,028.23

Bottom

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

Patrick K Maher

Dept/Sub-Dept: 800 Retirees  
Check#/Date : 1095336 12/10/2010

Reg Hours: 232.0000  
Prm Hours: .0000  
Other Pay: .0000

Type option, press Enter.  
5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
—	11/30/10		12A	Separation/Vacation Hrs Paid	152.0000	8,416.82
—	11/30/10		14A	Separation/Personal Hrs Pd	80.0000	4,429.90

Bottom

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

**Patrick K Maher**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1095018 12/10/2010

Reg Hours: 1,560.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked Code	Description	Hours	Dollars
—	11/30/10	1SE	Severance Service Hours	600.0000	33,224.28
—	11/30/10	RET1	Retirement/IMRF Hours/CB	960.0000	53,158.85

Bottom

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

**Jeffrey Mangiaracina**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1087223 2/19/2010

Reg Hours: 708.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
—	2/19/10	RET1		Retirement/IMRF Hours/CB	708.0000	31,186.69

Bottom



**Betty J McCure**

Dept/Sub-Dept: 600 Sheriff **TERM** TERM

Check#/Date : 5271586 4/01/2010

Reg Hours: 616.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
—	3/31/10	1		Regular Hours	64.0000	1,259.32
—	3/31/10	RET1		Retirement/IMRF Hours/CB	552.0000	10,861.65

**Betty J McCure**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1088003 3/22/2010

Reg Hours: 254.2500

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Code	Description	Hours	Dollars
—	3/31/10	12A	Separation/Vacation Hrs Paid	200.0000	3,935.38
—	3/31/10	14A	Separation/Personal Hrs Pd	24.0000	472.25
—	3/31/10	23A	Separation/Comp Hours Paid	30.2500	595.23

Bottom

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

**Keith L Miller**

Dept/Sub-Dept: 600 Sheriff TERM TERM  
Check#/Date : 5304616 12/10/2010

Reg Hours: 747.7500  
Prm Hours: .0000  
Other Pay: .0000

Type option, press Enter.  
5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked Code Description	Hours	Dollars
—	11/30/10	1SE Severance Service Hours	560.0000	21,243.32
—	11/30/10	RET1 Retirement/IMRF Hours/CB	187.7500	7,122.20

Bottom

**Jeannette Montgomery**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1082093 9/18/2009

Reg Hours: 640.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
—	9/19/09	1		Regular Hours	64.0000	2,819.14
—	9/19/09	4		Accrued Sick	1,977.2500-	.00
—	9/19/09	6		Accrued Comp	6.0000	.00
—	9/18/09	RET1		Retirement/IMRF Hours/CB	560.0000	24,667.44
—	9/05/09	13		Sick Leave Hours Taken	8.0000	352.39
—	9/01/09	4		Accrued Sick	8.0000	.00
—	8/29/09	13		Sick Leave Hours Taken	8.0000	352.39

Bottom

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

**Jeannette Montgomery**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1082094 9/18/2009

Reg Hours: 200.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
—	9/18/09	RET1		Retirement/IMRF Hours/CB	200.0000	8,809.80

Bottom

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

**Jeannette Montgomery**

Dept/Sub-Dept: 600 Sheriff **TERM** TERM

Check#/Date : 1082095 9/18/2009

Reg Hours: 200.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
—	9/18/09	RET1		Retirement/IMRF Hours/CB	200.0000	8,809.80

**Bottom**

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

**Peter A Piazza JR**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 5302623 11/24/2010

Reg Hours: 480.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
__	11/14/10	1SE		Severance Service Hours	480.0000	18,208.56

Bottom

**Peter A Piazza JR**

Dept/Sub-Dept: 600 Sheriff **TERM** TERM

Check#/Date : 5302619 11/24/2010

Reg Hours: 626.2500

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
__	11/14/10	RET1		Retirement/IMRF Hours/CB	626.2500	23,756.48

**Bottom**



**James H Porter**

Dept/Sub-Dept: 600 Sheriff **TERM** TERM

Check#/Date : 1072836 1/09/2009

Reg Hours: 325.5000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
—	12/31/08	RET1		Retirement/IMRF Hours/CB	93.5000	3,546.88
—	12/14/08	12A		Separation/Vacation Hrs Paid	200.0000	7,586.90
—	12/14/08	14A		Separation/Personal Hrs Pd	32.0000	1,213.90

**Bottom**

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

James J Quinlan III

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1096057 1/07/2011

Reg Hours: 607.5000

Prm Hours: 17.0000

Other Pay: 600.0000

Type option, press Enter.

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More: +

Opt	Date	Code	Description	Hours	Dollars
—	1/05/11	3	Accrued Vacation	160.0000-	.00
—	1/05/11	4	Accrued Sick	677.0000-	.00
—	1/05/11	5	Accrued Personal	16.0000-	.00
—	1/05/11	6	Accrued Comp	65.0000-	.00
—	1/05/11	12A	Separation/Vacation Hrs Paid	160.0000	7,047.84
—	1/05/11	14A	Separation/Personal Hrs Pd	16.0000	704.78
—	1/05/11	23A	Separation/Comp Hours Paid	57.0000	2,510.79
—	1/05/11	RET1	Retirement/IMRF Hours/CB	318.5000	14,029.61
—	1/02/11	1	Regular Hours	16.0000	704.78
—	1/01/11	7	Holiday Hrs	8.0000	352.39
					More...

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

**Martin D Shifflet**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1086449 1/22/2010

Reg Hours: 521.0000

Prm Hours: 1.0000-

Other Pay: .0000

Type option, press Enter.

5=Display

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Opt	Date	Worked	Code	Description	Hours	Dollars
—	1/23/10	1		Regular Hours	80.0000	3,880.64
—	1/23/10	23A		Separation/Comp Hours Paid	1.5000	72.76
—	1/23/10	CELL		Cell Phone Usage Reimb \$3.0	1.0000-	3.00-
—	1/22/10	RET1		Retirement/IMRF Hours/CB	439.5000	21,319.27
—	1/01/10	4		Accrued Sick	8.0000	.00

**Bottom**

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

**Donna M Viano**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 5322284 4/01/2011

Reg Hours: 562.7500

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

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Opt	Date	Worked	Code	Description	Hours	Dollars
—	3/31/11	3		Accrued Vacation	22.5000	.00
—	3/31/11	4		Accrued Sick	960.2500-	.00
—	3/31/11	5		Accrued Personal	8.0000-	.00
—	3/31/11	6		Accrued Comp	6.0000	.00
—	3/31/11	23A		Separation/Comp Hours Paid	15.5000	305.01
—	3/31/11	RET1		Retirement/IMRF Hours/CB	491.2500	9,666.72
—	3/27/11	12		Vacation	30.5000	600.17
—	3/27/11	23		Comp Hours Taken	1.5000	29.52
—	3/20/11	12		Vacation	24.0000	472.27
—	3/19/11	12		Vacation	8.0000	157.42
						More...

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

**Vickie J Holden**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 5183471 6/13/2008

Reg Hours: 548.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
—	6/01/08	RET1		Retirement/IMRF Hours/CB	500.0000	23,321.00
—	5/18/08	1		Regular Hours	8.0000	373.14
—	5/18/08	14A		Separation/Personal Hrs Pd	40.0000	1,865.68

Bottom

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**Vickie J Holden**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1065961 6/13/2008

Reg Hours: 460.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked Code Description	Hours	Dollars
—	6/01/08	RET1 Retirement/IMRF Hours/CB	460.0000	21,455.32

Bottom

**Robert M Schurman**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1065964 6/13/2008

Reg Hours: 554.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
—	6/13/08	RET1		Retirement/IMRF Hours/CB	546.0000	25,466.53
—	5/18/08	14A		Separation/Personal Hrs Pd	8.0000	373.14

Bottom

**Ricky L Dixon**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1063171 3/20/2008

Reg Hours: 667.4600

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

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Opt	Date	Worked	Code	Description	Hours	Dollars
—	3/21/08	12A		Separation/Vacation Hrs Paid	200.0000	7,454.60
—	3/21/08	14A		Separation/Personal Hrs Pd	32.0000	1,192.74
—	3/21/08	23A		Separation/Comp Hours Paid	104.8800	3,909.19
—	3/21/08	RET1		Retirement/IMRF Hours/CB	330.5800	12,321.71

Bottom



**John S Fabiszak**

Dept/Sub-Dept: 600 Sheriff 600 Sheriff

Check#/Date : 5169195 2/22/2008

Reg Hours: 589.3800

Prm Hours: 8.0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
—	2/22/08	12A		Separation/Vacation Hrs Paid	200.0000	6,740.88
—	2/22/08	14A		Separation/Personal Hrs Pd	32.0000	1,078.54
—	2/22/08	RET1		Retirement/IMRF Hours/CB	277.3800	9,348.93
—	2/10/08	1		Regular Hours	80.0000	2,696.35
—	1/31/08	45		OT Weight Scale 50635	4.0000	202.23
—	1/24/08	45		OT Weight Scale 50635	4.0000	202.23

Bottom

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

**Gary E Knight**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1063174 3/20/2008

Reg Hours: 961.3700

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

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Opt	Date	Worked	Code	Description	Hours	Dollars
---	3/21/08	RET1		Retirement/IMRF Hours/CB	681.3700	22,965.17
---	2/24/08	12A		Separation/Vacation Hrs Paid	200.0000	6,740.88
---	2/24/08	14A		Separation/Personal Hrs Pd	32.0000	1,078.54
---	2/24/08	23A		Separation/Comp Hours Paid	48.0000	1,617.81

Bottom

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

**Phyllis A Schumacker**

Dept/Sub-Dept: 600 Sheriff 600 Sheriff

Check#/Date : 1062673 3/07/2008

Reg Hours: 362.3700

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
—	2/27/08	12A		Separation/Vacation Hrs Paid	200.0000	4,900.00
—	2/27/08	14A		Separation/Personal Hrs Pd	8.0000	196.00
—	2/27/08	23A		Separation/Comp Hours Paid	20.0000	490.00
—	2/27/08	RET1		Retirement/IMRF Hours/CB	134.3700	3,292.07

**Bottom**

**Michael F Dolatowski**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1064540 5/02/2008

Reg Hours: 121.0000

Prm Hours: .0000

Other Pay: 13.8400

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
—	5/03/08		OTHR	Longevity/Other Compensation	.0000	13.84
—	4/21/08		1	Regular Hours	72.0000	1,193.64
—	4/12/08		13	Sick Leave Hours Taken	8.0000	132.63
—	4/06/08		13A	Separation/Sick Hours Paid	32.0000	530.51
—	4/06/08		23A	Separation/Comp Hours Paid	9.0000	149.21

Bottom

**Jolene C Rahm**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 5187092 7/11/2008

Reg Hours: 1,875.6500

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
—	6/30/08	1		Regular Hours	8.0000	195.05
—	6/30/08	13A		Separation/Sick Hours Paid	911.1500	22,215.39
—	6/30/08	RET1		Retirement/IMRF Hours/CB	912.0000	22,236.11
—	6/15/08	14A		Separation/Personal Hrs Pd	24.0000	585.16
—	6/15/08	23A		Separation/Comp Hours Paid	20.5000	499.82

**Bottom**

**Jolene C Rahm**

Dept/Sub-Dept: 800 Retirees 600 Sheriff

Check#/Date : 1066895 7/11/2008

Reg Hours: 964.5000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
—	6/30/08	1		Regular Hours	8.0000	195.05
—	6/30/08	RET1		Retirement/IMRF Hours/CB	912.0000	22,236.11
—	6/15/08	14A		Separation/Personal Hrs Pd	24.0000	585.16
—	6/15/08	23A		Separation/Comp Hours Paid	20.5000	499.82

Bottom

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----

**Mark A Kovar**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1063176 3/20/2008

Reg Hours: 953.2500

Prm Hours: 3.0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
—	3/21/08	14A		Separation/Personal Hrs Pd	24.0000	808.91
—	3/21/08	23A		Separation/Comp Hours Paid	16.0000	539.27
—	3/21/08	RET1		Retirement/IMRF Hours/CB	913.2500	30,780.54
—	2/27/08	46		Off Duty Assignment \$5	3.0000	90.00

Bottom

**David J Eichorst**

Dept/Sub-Dept: 600 Sheriff TERM TERM

Check#/Date : 1063172 3/20/2008

Reg Hours: 968.2500

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
—	3/22/08	23A		Separation/Comp Hours Paid	8.2500	278.06
—	3/22/08	RET1		Retirement/IMRF Hours/CB	960.0000	32,356.22

**Bottom**

-F3=Exit F4=Prompt F18=G/L Inq F21=Display Employee F22=More-----



**Phillip R Martin**

Dept/Sub-Dept: 600 Sheriff **TERM** TERM

Check#/Date : 1063641 4/04/2008

Reg Hours: 904.0000

Prm Hours: .0000

Other Pay: .0000

Type option, press Enter.

5=Display

Reset: \_\_\_\_\_ +

Opt	Date	Worked	Code	Description	Hours	Dollars
—	3/09/08	14A		Separation/Personal Hrs Pd	32.0000	1,078.54
—	3/09/08	23A		Separation/Comp Hours Paid	1.0000	33.70
—	3/09/08	RET1		Retirement/IMRF Hours/CB	871.0000	29,356.53

**Bottom**

# WILL COUNTY SHERIFF'S OFFICE

## GENERAL ORDER

<b>SUBJECT:</b> CELL PHONE MOBILE COMMUNICATION DEVICES <b>ORDER NO.:</b> 84.0	
<b>DATE OF ISSUE:</b> 4/1/2011	<b>EFFECTIVE DATE:</b> 4/1/2011
<b>RELATED POLICIES:</b> COMPUTER EQUIPMENT USE 82.1	
<b>C.A.L.E.A. REFERENCES:</b>	<b>DISTRIBUTION:</b> A

### **PURPOSE:**

The purpose of this document is to establish the Will County Sheriff's Office (WCSO) policy on the use of mobile communication devices, which include but are not limited to, cell phones, pagers, PDA's, in-car laptop computers, and any device capable of sending and receiving text messages or e-mail while operating a WCSO vehicle.

### **POLICY:**

The WCSO recognizes the need for employees to utilize cellular/mobile communication devices while on duty. Although the WCSO does not completely prohibit the use of these devices while on duty, it does prohibit the use of them during certain situations and circumstances which would lead to a distraction and/or a safety issue, specifically, while operating a motor vehicle of the WCSO.

### **PROCEDURE:**

Members who communicate with the dispatch center via cellular phone /mobile communications device shall use the appropriate business or emergency line. All business-related communications with the dispatch center shall be able to be captured via voice recording system in order to preserve a record.

Members shall refrain from using a cellular phone/mobile communications device during any professional contact/s, and may only do so if such use is related to the contact/s.

Use of a cellular phone/ mobile communication device while operating a WCSO vehicle shall be prohibited. In such incidents, the vehicle operator shall safely pull the vehicle to the side of the roadway prior to the operation of the cellular phone/ mobile communications device. The safe operation of the WCSO vehicle shall take precedence over the usage of the cellular phone/ mobile communications device.

The use of a WCSO issued or personally-owned cellular phone/mobile communication device requires the need of a hands-free device, (such as Blue tooth enabled ear bud) while operating a WCSO vehicle. Regardless of the hands free nature of the wireless device, such use is prohibited while driving in a school zone or construction or maintenance zone.

All members shall comply with all State (625 ILCS 5/12.610.1) and local laws regarding the use of cellular phone/mobile communications devices.

Members who violate this policy be subject disciplinary action up to and including employment termination.

ISSUED BY:

A handwritten signature in black ink, appearing to read "Paul J. Kaupas", written over a horizontal line.

Paul J. Kaupas  
Sheriff, Will County

## **AUTHORIZATION FOR PERSONAL USE OF WILL COUNTY OWNED CELL PHONE**

The undersigned employee (the "employee") has been issued a cell phone, which is owned by Will County, Illinois (the "County").

\_\_\_\_\_ The undersigned employee hereby declines to purchase any personal use minutes on the County owned cell phone. The undersigned employee understands that personal use of the County owned cell phone is prohibited unless personal use minutes are purchased from the County.

**OR**

\_\_\_\_\_ The undersigned desires to purchase time on the County owned cell phone for personal use and selects personal use tier (A, B or C) as set forth below. The employee agrees that \_\_\_\_\_ will be deducted from wages due the employee and payable by the County on the first and second payroll per month, for the purpose of purchasing personal cell phone use minutes. It shall be the responsibility of the undersigned to monitor the personal use of the County owned cell phone and limit the personal use thereof.

The personal use of the County owned cell phone shall not interfere with the undersigned's County responsibilities, and personal use of the County owned cell phone shall be limited to the personal use tier selected by the employee.

Furthermore, **whether or not I have elected to purchase personal cell phone minutes**, I hereby acknowledge receipt of a County owned cell phone. I promise and agree to return the cell phone to the County office or department that issued the cell phone upon demand or when my need for it no longer exists or I end my employment with the County. In the event that the County owned cell phone is lost or stolen, I acknowledge that I may be subject to disciplinary action that **will** include a minimum payment of \$100.00 to replace the cell phone and pay any penalties to the cell phone company.

I hereby acknowledge that I must physically produce the County issued cell phone when requested to do so by the County elected official/department head or by the immediate supervisor. Failure to reimburse under the proper usage tier or excessive usage will result in cancellation of the phone by the supervisory elected official, department head or the Auditor, as appropriate.

**Personal Use Tier**

\$6.00 ≤ 60 min/mo @ \$.10 overage

\$20.00 ≤ 200 min/mo

\$40.00 ≤ 400 min/mo

Over 400 minutes per month must turn over phone.

Approved:

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Employee Signature

Approved:

\_\_\_\_\_  
Payroll Supervisor

\_\_\_\_\_  
Employee Name/ Employee # (Print/Type Name)

\_\_\_\_\_  
Cell Phone Number                      Date



**Policy and Rules Committee  
Resolution #08-130**

**RESOLUTION OF THE COUNTY BOARD  
WILL COUNTY, ILLINOIS**

**Updating Will County Business/Travel Reimbursement Regulations**

WHEREAS, on November 21, 1996, the Will County Board established its Business & Travel Expense Policy for elected and appointed officials and County employees who are required to incur business expenses, travel to receive training, continuing education on government regulations and to exchange ideas or accomplish certain tasks on behalf of the County, and

WHEREAS, the County Board has updated the 1996 Business & Travel Expense Policy from time to time, the last revision being June 1, 2005, and

WHEREAS, based on direction from the Policy & Rules Committee, the Will County Board has updated the existing Business/Travel Reimbursement Regulations and has suggested replacing it with the attached updated Will County Business/Travel Reimbursement Regulations, and

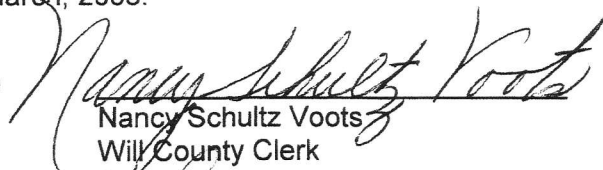
WHEREAS, such Business/Travel Reimbursement Regulations are to become effective on April 1, 2008, and will apply to all elected or appointed officials, and all employees of Will County.

NOW, THEREFORE, BE IT RESOLVED, that the Will County Board hereby replaces the current Business/Travel Reimbursement Regulations with the attached updated Will County Business/Travel Reimbursement Regulations for all elected or appointed officials, and all employees of Will County, effective on April 1, 2008.

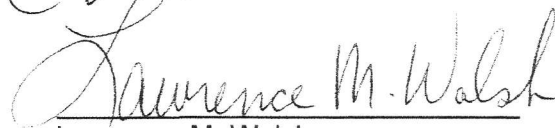
BE IT FURTHER RESOLVED, that the Preamble of this Resolution is hereby adopted as if fully set herein. This Resolution shall be in full force and effect upon its passage and approval as provided by law.

Adopted by the Will County Board this 20<sup>th</sup> day of ~~March~~, 2008.

Vote: Yes 26 No 0 Pass \_\_\_\_\_ (SEAL)

  
Nancy Schultz Voots  
Will County Clerk

Approved this 28 day of March, 2008.

  
Lawrence M. Walsh  
Will County Executive

**Will County, Illinois**  
**Business/Travel Reimbursement Regulations**

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# **Will County, Illinois**

## **BUSINESS/TRAVEL REIMBURSEMENT REGULATIONS**

### **INTRODUCTION**

#### **1.0 PURPOSE**

- A. To provide definitions for reimbursement of legitimate and necessary travel/business expenses in general conformance with Internal Revenue Service requirements.
- B. To provide written guidelines for all Will County officials and employees who incur, authorize, and/or approve travel/business expenses.
- C. To provide procedures for the equitable and timely processing of travel/business expense reimbursements.
- D. To provide uniform instructions for the reporting and documentation of travel/business expenses.

#### **1.1. APPLICABILITY**

These rules apply to the expenditure of public funds by County officials, Will County Board members and employees for Travel/Business expenses incurred within or outside the County of Will. Applicability includes Countywide elected officials, County Board members, officials appointed by the Twelfth Judicial Circuit, and employees of Will County and the Twelfth Judicial Circuit.

#### **1.2 AUTHORITY**

The Will County Business/Travel Reimbursement Regulations and Will County Business/Travel Reimbursement Schedule are promulgated in accordance with statutory authority of the Will County Board.



### 1.3 **DEFINITIONS**

#### A. **Travel Status**

There are two types of travel and associated expenses.

1. An applicable individual as defined in Section 1.1 who travels and does not have an overnight stay. Eligible reimbursement will include registrations, local mileage, tolls, and business telephone calls. Meals will be eligible for reimbursement only if they are a portion of a formal business meeting registration or conform with regulations under Section 6.0.
2. An applicable individual as defined in Section 1.1 that travels and has an overnight stay. Eligible reimbursement include defined expenses for registration, transportation, lodging, meals, reference material, service tips, and business and personal telephone calls (personal calls not to exceed \$5.00 per day).

#### B. **Travel**

Business Travel and Professional/Educational Travel are defined herein. Expense reimbursements for authorized travel include, but are not limited to, registration fees, transportation, lodging, and living expenses.

##### 1. **Business Travel**

- a. Travel to business meetings, case conferences, etc. as a direct assignment or in the direct interest or benefit to Will County, at which the attendance of a County representative or representatives is considered necessary for the development, execution, or maintenance of a course of action by the County or a County agency.
- b. Travel for training, where such training is required for job performance, e.g. basic police training, property appraiser courses, special EDP programming course, etc.

- c. Travel required by County officials and/or employees to appear before the Congress, the Legislature, governmental bodies, their committees or subcommittees, or any other official body or organization. Includes attendance at professional conventions where pending or contemplated legislation is to be reviewed or discussed which, if enacted, would affect the interest of Will County.
- d. Travel required for the planning and completion of newly approved or ongoing capital construction project, e.g. site visits, architect meetings, etc.
- e. Travel required to maintain or obtain financing for ongoing or newly approved programs, e.g. bond sales, federal or state grants, etc.

## **2. Professional/Educational Travel**

Expenses associated with professional/educational travel are authorized in relation to budget approval, as well as County official or department head's judgment as to the benefits to the County and/or the long-term value of an employee attending these particular organized presentations.

- a. Travel to a meeting of a professional organization or a major division thereof, which is open to attendance by all members and other interested parties at which subjects of general interest to the entire group or a major division thereof are reviewed.
- b. Travel to attend an institute, seminar, symposium, or lecture series where a specific course or instruction is provided, or opinions are gathered on a single subject or group of closely related subjects. Included are those meetings of user groups for certain systems utilized by the County.

## **C. High-Cost Travel**

High-cost travel is defined to separate those travel locations that have a higher cost of living compared to our present geographic location. This also includes those destinations that have a limited availability of lodging which creates a higher cost of travel. Example

of high-cost travel destinations would be Washington, D.C., New York, Hawaii, and California, to name a few.

#### 1.4 **POLICY**

##### **A. General**

1. It is the policy to reimburse allowable, authorized expenses incurred in the performance of County duties, within the budgetary constraints established by the County Board.
2. The Auditor's Office will annually review and revise reimbursement rates with the advice and final consent by the Will County Board through the Executive Committee to conform with the rules of the Internal Revenue Service and economic conditions. Specific rates of Reimbursement are reflected on the Will County Business/Travel Reimbursement Schedule and in the specific Resolution regarding IRS Mileage rates.
3. County officials and employees are expected to exercise good judgment and proper regard for public funds when incurring business and travel expenses. Personal items and other non-business/professional related expenses will not be reimbursable.
4. Any deposit, pre-registration fees or other pre-trip costs that are lost or forfeited due to an alteration in the official's or employee's plans other than those caused by emergencies of work or family, shall be reimbursed to the County.

##### **B. Cash Advances**

If time permits, advances for anticipated travel expenses should be requested at least two weeks prior to the expected departure. To avoid unnecessary paperwork, it is suggested that advances for travel be limited to advances for ground transportation, seminar/registration fees (if not paid under a separate request), and allowances for food and lodging. Advances for airfare will be provided only in the case of an emergency trip when it is not possible to secure plane tickets in accordance with this policy. Cash advances will not be granted unless sufficient funds are in the departmental budget. Any unused advances must be submitted to the Treasurer's Office within thirty (30) working days and accounted

for in the final expense report. Direct payments to an organization or business for registration, meals, materials, travel, and other expenses will not be considered travel advances.

**C. Documentation/Reimbursement Timing**

**1. Business and Travel Expense Report**

In order to receive reimbursement for allowable travel expenses, an appropriate completed Business and Travel Expense Report with appropriate receipt documentation must be submitted within thirty (30) working days of the return date of the trip. Specifically, after return, an expenditure report must be completed, and required receipts must be submitted by the elected or appointed official or by the County employee within thirty (30) working days on a properly completed "direct payment" invoice voucher. When an elected or appointed official or a County employee requests a cash advance to cover authorized travel, that person shall sign a consent form prior to receipt of the cash advance. Said consent form shall authorize the Director of County Payroll to reimburse the County in the event that any or all of the cash advance is not properly accounted for on the paperwork submitted. This action will happen by having the unaccounted portion of the cash advance deducted from that person's compensation from the County. The consent form shall be attached to the invoice voucher submitted asking for an advance. The official's or employee's signature on the consent form shall operate as a voluntary authorization to have the unaccounted portion of the cash advance paid from any pay checks until the cash is paid in full. The Director of Payroll shall give written notice to the elected or appointed official or the County employee prior to the deducting the first unaccounted portion of the cash advance from the first pay check. If the cash advance is not accounted for by the time the pay day specified in the notice, then the elected or appointed official or the County employee shall be deemed to have consented to the voluntary deduction of the accounted portion of the cash advance.

**2. Receipts**

After return from the trip the elected or appointed official or the County employee who engaged in authorized travel shall submit receipts for all expenditures for which that official or employee is seeking reimbursement or for which that official or employee is submitting to account for a cash advance. All receipts for lodging, transportation, and registration expenses shall be in the name of the elected or appointed official or the county employee in order for such expenses to be reimbursable or credited towards a cash advance. If expenses were incurred for attendance at any seminar or other event for which a registration form was required, a completed form of same must be submitted with the reimbursement request.

**3. Spouses' Expenses**

When a spouse accompanies the elected or appointed official or County employee, the spouse's expenses will not be reimbursed by the County nor are such expenses eligible for credit towards a cash advance. The elected or appointed official or the County employee shall pay the difference between single and double accommodations and all other expenses as stated in 4.0A of this policy. The expenses of children or any other persons attending with the elected or appointed official or the County employee are not reimbursable or eligible for a credit toward a cash advance.

- a. Reimbursable expenses that have been incurred in the last quarter of the fiscal year must be submitted for reimbursement by the end of the 90 day "reserve window".
- b. Failure to comply with the 1.4C timing requirement may result in a disallowance of reimbursement.

**4. Conflict of Interest**

- a. No County official or employee involved with non-unique or non-sole source product or service evaluation, recommendation, or approval of purchases shall accept free out-of-state transportation or lodging.

- b. Travel to be completed by a County official and/or an employee pursuant to a contract with a vendor, shall be specifically identified in the terms of the agreement.
- c. Any County official or employee traveling at the expense of an existing vendor who either (a) bills related costs back to the County under a reimbursable expense clause or (b) assumes such cost, shall fully disclose the travel destination and business being conducted.

**5. Reduced Fare Travel Promotions**

In order to minimize the County's total cost per trip, County officials and department heads are encouraged to maximize the use of reduced-fare promotions, if County official's or department head's schedule permit them to do so. Consideration must be given for part-time elected officials with other employment and time constraints. In order to minimize the County's total cost per trip, employees are encouraged to maximize the use of reduced-fare promotions. While travelers are not normally permitted to leave early or stay longer than designated business requires at County expense, they are encouraged to take advantage of fares whenever possible. This may mean leaving in advance, or possibly staying longer. The total cost savings should take into account lost productivity if normal working time is missed. This lengthened stay may be permissible when it can be documented that the net effect is a lower cost for a trip. This cost saving statement shall be articulated in a memo from the department head or elected official and attached to the Travel Expense Report as an explanation for early or extended stays.

**REGISTRATION FEES**

**2.0 PROFESSIONAL/EDUCATIONAL ACTIVITIES**

Actual registration fee reimbursement is allowed for authorized attendance or professional/educational activities. Advance registration should be used where the amount of the registration fee increases as the date of the event approaches.

**A. Prepaid Fees**

If registration fees were prepaid, include indication of the prepayment on the Business and Travel Expense Reimbursement Form.

**B. If a registration fee includes a meal(s), traveler should make an effort to partake, if schedule permits.**

**TRANSPORTATION EXPENSES**

**3.0 MODE OF TRANSPORTATION**

Usual local and long distance modes of transportation to destinations authorized for travel in the course of County business include automobiles, airlines, railroads, buses, taxicabs, and limos. Items identified under 1.4 policy may affect decisions related to the mode of transportation. In all cases, travel should be by the most economical mode of transportation available, considering travel time and work requirements.

**A. County vehicles should not be used for out-of-state trips where the final destination is more than 100 miles outside the Illinois border.**

**3.1 ROUTING OF TRAVEL**

Travel shall be by the most direct route. Travel by other routes is allowed when required by the individual's official duties, safety considerations and unusual circumstances. Higher cost travel interruptions for individual convenience are not reimbursable. Explanations of unusual circumstances shall be reflected in a Memo to the Auditor's Office by the appropriate Department Head or Elected Official and attached to the Business and Travel Expense Report.

**3.2 COMMERCIAL TRANSPORTATION**

Individuals will be reimbursed for actual and necessary costs of transportation by airline, railroad, or other common carrier following these guidelines:

**A. Commercial Common Carriers**

Uses of common carriers such as airlines, trains, and buses will be reimbursed at actual cost of the most common rate. Upgrades to higher fares by employees or department heads will only be considered in emergencies and must be supported by written statements detailing the circumstances that created the extraordinary expenditure. In all cases, a traveler shall attempt to secure the lowest fare available given scheduling requirements. Consideration must be given for elected officials with other employment and time considerations. Discount airlines and discount carriers will be used as elected official's first choice to maximize tax-payer savings. However, other common carriers which provide extended travel times at higher rates may prevail and will be reimbursed due to schedule restrictions on the part of the elected official.

**B. Bus, Train & Taxicab Fares**

Bus, train and taxicab fares are reimbursable. Receipts for fares are required unless splitting a taxicab fare with other riders makes it impractical to obtain. If this occurs, the fare information should be included on the Business and Travel Expense Report and an explanation attached. If a receipt for bus, train and taxicab fares are unavailable, traveler shall make note of occurrence, date, and amount, and submit as part of Business & Travel Expense Report. If free van, bus or shuttle service is available and convenient, it is recommended in lieu of taxicabs or limos.

**C. Limousine Service**

Use of limousine service is reimbursable when there is an economic cost benefit compared to the use of alternative transportation including parking costs.

**D. Vehicle Rental**

1. A rental vehicle is not to be used as a personal convenience. Rental vehicle reimbursement is limited to:
  - a. A situation that occurs where the traveler's final geographic destination is remote to the transportation terminal and there is no other cost effective conveyance from the common carrier terminal.



- b. A situation where there are three or more County travelers, and it is cost effective to rent a vehicle in lieu of the total actual round trip cost of the taxi, limo, etc., for each traveler.
- c. A situation where timely flight connections can only be made by utilizing a short-term car rental.

### **3.3 PRIVATE CONVEYANCE**

The use of privately owned means of transportation for County business is permitted when such use is necessary or desirable due to lack of any convenient means of transportation, or is otherwise advantageous to the County.

#### **A. Personal Automobiles**

- 1. Use of personal automobiles for travel will be reimbursed using the prevailing IRS mileage allowance for the private auto trip.
- 2. When two or more employees travel in one vehicle, reimbursement will be made to only one employee. The names of all travelers should be indicated on a memo signed by the department head or elected official and attached to the Business and Travel Expense Report.
- 3. Reimbursement for long distance trip auto mileage shall be the lower of coach airfare or actual miles times the prevailing IRS rate per mile. Vehicle trips under normal circumstances should be 750 round trip miles or less.
- 4. When more than one County employee travels to the same destination, the employees will be required to travel in the same vehicle. If the employees do not travel in the same vehicle, the department head or elected official will have to submit a memo indicating the reason why the employees did not travel together. If a letter is not submitted by the department head or elected official then the reimbursement will not be made.

### **3.4 INCIDENTAL AUTO EXPENSES**

Certain costs associated with the use of vehicles are reimbursable.

- A. Gasoline required for the continued use of a County vehicle is reimbursable with appropriate documentation.
- B. The cost of automobile parking fees, bridge, road and tunnel tolls shall be allowed. The fee for parking a vehicle at a common carrier terminal, or other parking area, while the traveler is away shall be allowed only to the extent that the fees, plus the allowable mileage reimbursement to and from the terminal area, does not exceed the estimated cost for use of a limousine or taxicab to and from the terminal.
- C. Personal car phone or portable phone charges are not reimbursable business expenses.

## **LODGING**

### **4.0 LODGING ALLOWANCE**

It is the responsibility of each individual to request the lowest lodging rate available at the time of making the reservation. Special seminar, conference, or government rates shall be sought.

- A. Lodging reimbursement shall be at actual costs consistent with facilities available and proximity to the location of a conference, seminar or business meeting, example, Holiday Inn Select or Sheridan. Exception to policy: elected officials and department heads will be reimbursed for the actual cost of lodging for stay at designated hotel where seminar or conference is hosted. Where multiple occupancy involving a spouse and/or other family members has occurred, the County official or employee may only claim the actual and necessary cost of his or her single occupancy at a single rate. If no single rates exist, the lowest double rate shall be reimbursed.
- B. Lodging provided by a friend, relative or non-invoicing lodging organization is not reimbursable.
- C. The number of nights for which an employee may obtain reimbursement will be limited to the number necessary to conduct

County business. For those conferences or meetings that begin in the morning, arrival the night before the conference is reimbursable. For conferences, which end after 5:00 p.m., lodging expenses for that night will also be reimbursed. Employees are encouraged to return home on the final day of the conference whenever possible.

- D. Longer stays where lodging is reimbursable are permitted if they result in a significant savings in transportation costs (See 1.4C.5). The employee requesting the reimbursement must document the net savings if longer stays are requested, including the lodging expenses and meals. Lost work time should also be taken into account when calculating the cost savings.
- E. It is not considered prudent to use public funds for overnight lodging within a 75 mile radius of the building where the department is located, therefore it is not normally reimbursed. Exceptions to this policy would be:
  - 1. If documented business meetings extend past 8:00 p.m. and then resume again at 8:00 a.m. the next morning. Business meetings, in this instance, do not include dinners, receptions, or social functions sponsored for attendees during the evening hours. Employees may attend these functions, at their own expense, and if they choose to remain away from home overnight, lodging will not be reimbursable.
  - 2. If weather conditions make a return trip unsafe, then an overnight stay shall be reimbursable.
  - 3. If due to a physical handicap or other special needs extended travel time is necessary, then an overnight stay may be reimbursable.
- F. Each day of an overnight stay personal telephone calls not exceeding \$5.00 will be reimbursed on a lodging bill or telephone credit card. Necessary business calls will be reimbursable when documented.
- G. Personal items such as movie rentals, clothes cleaning, etc. are not reimbursable.

## **LIVING EXPENSES**

### **5.0 MEAL ALLOWANCE - NOT OVERNIGHT**

An official or employee who is traveling, but does not have an overnight stay, shall only be reimbursed for meals under the following circumstances:

1. When a meal is not included in the registration fee for business or professional/education travel.
2. For Local Business Meetings as defined in Section 6.0.
3. An employee, who, in the course of conducting County business, is required to travel in a one-way distance greater than 75 miles, will be eligible to receive meal reimbursement based on the time of the day traveled and the appropriate meals necessary for that time period. The employee must have receipts detailing meal and beverage costs to support the expense.

It is also required that the employee must have prior approval from the department head or elected official to attend the meeting or seminar.

4. When an employee is required to attend a state, federal, or other mandatory training program in order to maintain required job knowledge/skills, away from the employee's normal job location, and is approved and acknowledged by the department head in advance, meals may be reimbursable with proper documentation.

### **5.1 MEAL ALLOWANCE - OVERNIGHT**

The meal allowance amount provided in the Will County Travel/Business Reimbursement Schedule represents the maximum an individual can be reimbursed with actual receipts, unless written authorization is received from the elected official authorizing the overage. Receipts must include individual meal items as well as beverages.

### **5.2 MEAL(S) INCLUDED IN REGISTRATION FEES**

When the cost of a meal(s) for an approved professional/educational conference, seminar or business meeting is included as a portion of the registration fee, the traveler, if schedule permits, should make every effort to partake. If the traveler does not partake in the meal, the traveler should

make proper notation on the authorized Travel Expense Report as to why he/she was unable to partake.

The daily meal allowances will be reviewed annually by the County Board Executive Committee, or by written request of any elected official or department head.

### **SPECIAL EXPENSE REIMBURSEMENT**

#### **6.0 LOCAL BUSINESS MEETINGS & NETWORKING**

There are occasions the County may benefit from networking. The cost of County business related to special expenses incurred while hosting a meeting or networking shall be reimbursable, if reasonable, well documented, and budgeted.

- A. All special expenses shall be itemized, fully documented to include the actual County business transacted and the individuals and their affiliation. The actual cost of meals for other persons in connection with official County business shall be allowed.
- B. To be eligible for meal reimbursement of a guest, County business must have been discussed during the meal.
- C. Two or more County employees dining together and discussing business will not constitute a reimbursable business meal.
- D. Actual original receipts with itemization are required to document reimbursements.
- E. In all cases, reimbursements for alcoholic beverages is non-allowable.

#### **6.1 BOOKS AND RELATED MATERIALS**

Books and related materials such as conference tapes are reimbursable costs.

- A. Reimbursement should be made from the appropriate commodity line item in the department budget, not from Mileage and Travel. The items purchased should be controlled by the department head or elected official.

**6.2    SERVICE TIPS**

Tips for service provided during travel not associated with meals (or requested elsewhere) and 15% maximum tip amounts for meals shall be included for reimbursement on the Business and Travel Expense Report.

**WILL COUNTY  
BUSINESS/TRAVEL REIMBURSEMENT SCHEDULE**

<b>EXPENSE TYPE</b>	<b>REIMBURSEMENT PER REGULATION</b>	<b>RECEIPT REQUIRED</b>
<b><u>I. REGISTRATION FEES</u></b>		
A. Professional/Educational	Actual	Yes
<b><u>II. TRANSPORTATION</u></b>		
A. Private Auto Mileage	Per mile rate in accordance With County Board Mileage Reimbursement Resolution	No
B. Airfare/Bus/Train	Actual	Yes (when available, See 3.2.B)
C. Taxicab/Limo	Actual	Yes (when available, See 3.2.B)
D. Rental Car	Actual	Yes
E. Parking	Actual	Yes
F. Tolls	Actual	Yes (when manned & available)
G. Gasoline	Actual	Yes
<b><u>III. LODGING</u></b>		
A. All Geographic Locations	Actual	Yes
B. Provided by Friend/Relative	\$0	N/A
C. Personal Telephone	Up to \$5.00 per day	Yes

**IV. LIVING EXPENSES (IRS PUBLICATION 1542)**

Meal Allowance (PER MEAL) when the trip does not comprise a full working day (i.e., three meals in the same 24 hour period) See Definition of high-cost travel 1.3.C.

Breakfast	\$10.00	High-cost Travel Breakfast	\$10.50
Lunch	\$13.50	Lunch	\$20.00
Dinner	\$21.50	Dinner	\$27.50

Meal Allowance \$45.00 or \$58.00 depending upon determination of high-cost of travel, as defined in 1.3.C. (PER DAY) when the trip comprises a full working day, (i.e., three meals in a 24 hour period)

Tips reimbursed at the 15% rate per amount spent as in the prior policy.

Actual meal costs will be paid for any elected official or appointed official or County employee who must follow a medically prescribed diet.

B. Special Reimbursements Business Meetings (6.0) Books and Materials (6.1)	Actual	Yes
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If any provision of this Policy/Schedule creates undue administrative or financial hardship, exception may be granted by County Board authority, based upon written request.

The daily meal allowance will be reviewed annually by the County Board Executive Committee, or by written request of any elected official or department head.



Employee

**(Do not use S.S. #)**

**NOTE: Mileage from your residence to your headquarters MUST BE SHOWN AS PERSONAL USE. All Mileage Charged to the County shall be Actual miles driven in performance of your duties and shall be computed from your headquarters.**

**\*Detail found in Auditor's Office**

I certify that the miles shown for use of my personal car in County business are true and correct.

\_\_\_\_\_  
(Employee Signature)